

Job Description

Board of Directors Member--Rental Facilities Liaison

The Prairie Club (Club) is a non-profit, volunteer organization founded in 1908. A critical element of the Club's success over its 100+ year history has been the willingness of its members to volunteer for the various officer, director and committee positions necessary to achieve the Club's operational success in a cost effective manner. The Prairie Club greatly appreciates the willingness of its members to serve in those various capacities and whose volunteer spirit makes The Prairie Club the club it is today.

Liaison Position, Term and Responsibilities

The Rental Facilities Liaison (Liaison) is a director of the Prairie Club who in addition to his or her duties as a member of the Board of Directors is designated by the Prairie Club President to interact with the four Prairie Club-owned rental facilities (Buena Vista, Family Cottage, Farmhouse, and Spring Grove Lodge). In those capacities, the Liaison supports and provides advice and counsel to the Rental Facility Chairs and brings the needs of the rental facilities to the attention of the Finance Committee and Board of Directors and is a focal point for mobilizing actions and addressing issues that affect all rental facilities. The Liaison also serves as a member of the Prairie Club Finance Committee. The Liaison is a critical position because of the importance of the rental facilities to the mission of the Prairie Club, the interaction with Prairie Club members who rent the facilities, and the significant financial contribution of the rental facilities to the financial results of the Prairie Club.

As a Board position, the Liaison is elected by the Prairie Club members for a term of three years. The Prairie Club President will make the determination of the Liaison annually. A rental facility chair is not precluded from serving as the Liaison for all four properties. It is also possible that this Board position may rotate among the rental facility chairs to serve a one or two year term. Alternatively, the Prairie Club President may select a Board member not associated with the rental facilities to serve as Liaison.

Job Responsibilities

The job responsibilities as a Board member and as a member of the Finance Committee are outlined in those separate job descriptions. This job description focuses on the liaison activities and communications of the Liaison with the rental facility chairs and the Board of Directors.

Major job responsibilities of the Liaison include:

Overall responsibilities

- Being a member of the Prairie Club Board of Directors and its Finance Committee (see separate job descriptions)
- Attending and being an active participant at Board of Director meetings and on Finance Committee conference calls with particular emphasis on those matters involving the rental facilities, their operations, financial results, and needs
- Being familiar with the separate job descriptions of the Rental Facilities Chairs. The Chairs carry out the goals of the Prairie Club for that respective property working with the Club Office, the relevant Camp Chair, the Senior Office Manager, the Treasurer and the related Property Manager/Caretaker.
- Serving as a liaison between the Rental Facility Chairs and the Prairie Club Board of Directors. In that role, provide advice, support and counsel to the Rental Facility Chairs. Assist in resolving competing interests of the properties. Work with the Rental Facility Chairs on any Board proposals.

- The Rental Facility Chairs do not report operationally to this liaison position. The liaison facilitates proposals and communications between the Rental Facility Chairs and the Prairie Club Board of Directors.
- Reviewing with the Rental Facility Chairs the proposed operating expenses budget and capital expenditures budget for each of the rental facilities to facilitate approval at the Prairie Club Board including any proposed increase in rental fees and proposed capital expenditures and major maintenance projects. The liaison should coordinate an annual assessment of the competitiveness of Prairie Club rental rates in developing any proposed change in rental fees. In addressing the capital expenditures budget with the Rental Facilities Chairs for the three rental facilities located at Camp Hazelhurst, consider and evaluate the competing short-term and longer-term needs of the three rental facilities for the comingled funds in the Hazelhurst Rental Properties Improvement Fund.

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